

Slide 1

Hello and welcome to training on the new CCR User ID and Password.

This 10 minute training is meant to help new and existing CCR Registrants in creating a User ID and Password in CCR, otherwise known as a user account.

On December 21, 2008, the Central Contractor Registration log-in procedures were updated. Instead of accessing your records by typing in your DUNS number and TPIN, you will now access your records with a user ID and password. This change to a user ID and password was implemented to better safeguard your information, align CCR with commercial and federal best practices, and to help vendors who maintain many DUNS numbers to manage all their records with a single sign on.

Please be patient. We know this change from a DUNS TPIN sign on to a user ID and password sign on may take some time and there will be questions. We have created a User's Guide and Frequently Asked Questions to further help you with this process. In addition, our Help Desk is available for any questions.

Let's get started.

Slide 2

Today we will cover the following topics:

- Creating a User Account for current users who have a TPIN or Confirmation Number and creating an account for new users
- Adding a Maintenance User to a Registration
- Removing a Maintenance User from a Registration and
- Linking a DUNS Number to a User Account

Slide 3

On Slide 3 you will see some of the benefits of this change.

- A user ID and password will keep your records safer and help you manage your accounts easier.
- If you manage multiple registrations/DUNS numbers the User Account will allow you to manage them with only one user ID and password.
- In addition, if you are the CCR primary POC, you will be able to invite others from your company to have access to your company's registrations.

Slide 4

On Slide 4 you see the current CCR home page. In order to create a User Account for existing registrations, Select "Update or Renew Registration" on the left-hand side of the page. You will then be asked to select from the three entity options displayed. Select one and click "Continue".

Slide 5

Slide 5 shows you two options to log in. Since you do not have a user ID or password yet, log into CCR using your DUNS and TPIN or Confirmation Number. Please note, after you create your User ID and Password, you will not be able to use your DUNS and TPIN for login.

Slide 6

After you log into CCR using your DUNS and TPIN, you will see the following screen on slide 6. If you are the CCR primary or alternate POC of this record, select “Create New User Account”. If you are not the CCR primary or alternate POC, you will not be able to continue. We are sorry for the inconvenience and realize that many users are not the CCR primary or alternate POC, but to keep the integrity of the data held within CCR, the CCR primary and alternate POC will have to go through this process since they are the owners associated with the data. The CCR primary and alternate POC will be able to delegate access to other users.

Slide 7

On Slide 7, you will now enter your email address. An Email address is considered unique and an email address will not be able to be reused for another user. Note that the email address you provide must match the existing email on file. This is for your protection to make sure no one else is able to gain access to your records. If your email address has changed, you will be able to go back and edit your email address after your user account has been created.

Slide 8

On Slide 8 you see how to create a user ID and password. You will be prompted to create and enter a user ID and password, with instructions for both listed on that page. Once you create your user ID and password and click “Next”, CCR verifies that the password meets the criteria given and that the User ID has not already been used. If one of the fields is incorrect, you will be given a message prompting you to create a different User ID or password.

Slide 9

Once you create a successful User ID and Password, the “Create your User Account” page is displayed as shown on slide 9. On this page you will create your user account. Please note that User ID, First & Last Name, Telephone number and Email address are all mandatory fields. Upon completing your account information, select “Next”.

Slide 10

On Slide 10 you will be prompted to create 5 security questions. Use the drop-down menu to select a question; enter in your answer in the box to the right; and then click “Add Security Question”. Repeat this process until you have at least five question-answer sets. If you forget your password, you will be given these security questions to change your password. When all questions are answered, click on the “Next” button.

Slide 11

After the security questions are completed, you are done creating a user account and a message is displayed confirming that you have successfully created your account as shown on slide 11. Click on “Finish” and your registration is displayed and ready for you to update and renew.

Slide 12

Slide 12 begins the process on how a new user will create a new user account. Starting from the CCR homepage you will select “Start New Registration” from the menu on the left hand side of the page. Then select the appropriate entity and click “Continue”. An instructions page will be displayed. Read the instructions, and then click “Continue with Registration”.

Slide 13

When you reach the screens shows on Slide 13, you will enter in your DUNS Number and click on “Next”. Then enter in your Organization’s information, such as the Legal Business Name & Physical Street Address. When completed, click “Next”.

Slide 14

Slide 14 shows your company’s profile results from what D&B has on file. If the D&B data displayed is correct, click “Accept/Continue”. If the D&B data is incorrect, please follow the directions on the screen to contact D&B.

Slide 15

Slide 15 shows you are now ready to begin creating a new user account. To begin, click “Create User Account”.

Slide 16

On Slide 16 you see how to create a user ID and password. You will be prompted to create and enter a user ID and password, with instructions for both listed on that page. Once you create your user ID and password and click “Next”, CCR verifies that the password meets the criteria given and that the User ID has not already been used. If one of the fields is incorrect, you will be given a message prompting you to create a different User ID or password.

Slide 17

Once you create a successful User ID and Password, the “Create your User Account” page is displayed as shown on slide 17. On this page you will create your user account. Please note that User ID, First & Last Name, Telephone number and Email address are all mandatory fields. An Email address is considered unique, so like the user name, an email address will not be able to be reused for another user. Upon completing your account information, select “Next”.

Slide 18

On Slide 18 you will be prompted to create 5 security questions. Use the drop-down menu to select a question; enter in your answer in the box to the right; and then click “Add Security Question”. Repeat this process until you have at least five question-answer sets. If you forget your password, you will be given these security questions to change your password. When all questions are answered, click on the “Next” button.

Slide 19

Slide 19 shows that after you create your security questions, a message is displayed confirming that you have successfully created your account. Click on “Finish”. Follow the directions on the screens until you reach the “General Information” page where you can begin to enter in data regarding your company.

Slide 20

Starting on Slide 20, we will discuss maintenance users and detail how to add and remove maintenance users from a registration.

A maintenance user is a user appointed by the CCR primary or alternate POC who can update and renew records. The maintenance user can not edit the CCR primary or alternate’s POC data.

Slide 21

Slide 21 shows your user account page. As the CCR primary or alternate POC, you can add maintenance users to allow other people, beside’s yourself, to edit and update your registrations. Once you are logged into CCR with your user ID and password, you can access your User Account page and see a list of all the DUNS registered with your account. To add a maintenance user, find the appropriate DUNS number and scroll to the right to find the Manage Users column. Under this column, click on the "Users" link.

Slide 22

After you have clicked on “Users” under “Manage Users”, you are taken to a “Manage Users” page as shown on slide 22. Within the Manage Users screen there is an option to add a maintenance user. To do this, select “Maintenance” from the “Access Level” drop-down menu list. Then enter in the maintenance user’s email address. Enter the email address again in the Confirm Email field and click on “Add User”.

The individual that the invitation has been sent to is now listed in the “Pending Invitations” section. Once the maintenance user has accepted the invitation and created a user account, his or her name is shown under the “Users assigned to this registration” section with the user type listed as Maintenance. Multiple maintenance users may be assigned to a registration.

Slide 23

Slide 23 shows how to remove a maintenance user from a registration. Only the CCR Primary or Alternate POC will be able to perform this task. To remove a maintenance user, simply select “remove” next to that user's name.

Slide 24

Slide 24 shows how a CCR primary or alternate POC can link DUNS to a user account. One or multiple registrations can be added to a user account if that user is the current CCR primary or alternate POC for that registration. To link a DUNS, start at the User Account page. Under the “Add an existing TPIN registration to your profile” section, enter the DUNS number you want to link and click “Next”. Now enter the TPIN for that registration and click “Next”. The DUNS number will now be listed on your User Account page.

Slide 25

That concludes our training. You can find answers to your questions on the CCR help page at [w-w-w dot C-C-R dot gov back slash help](http://www.C-C-R.gov/help) or by clicking on the “Help” button on the ccr homepage.

Thank you for your time.